

# NEW SFTP PROGRAM APPLICATION PROCESS

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## Standing Field Treatment Protocols

- I. In accordance with Reference No. 813, Standing Field Treatment Protocols (SFTP) Program, submit the following documents to the EMS Agency:
  - A. Letter of Intent (*on departmental letterhead*) to include:
    1. The proposed implementation date
    2. Initial SFTP training schedule
    3. Protocols to be utilized (*if the entire set will not be implemented initially*)
    4. Name of the physician that will provide program oversight.  
(*In order to verify compliance with Ref. No. 406 and 411, attach photocopy of Medical Director's current Curriculum Vitae and professional licenses*)
    5. Name of the nurse educator affiliated with the program.  
(*Attach photocopy of nurse educator's current Curriculum Vitae and professional licenses*)
  - B. Department-specific SFTP policy that addresses:
    1. At least one of the paramedics assigned to the ALS unit will have a minimum of one (1) year of ALS experience as a paramedic
    2. Each paramedic staffing the unit must have received the standardized SFTP orientation/training program
    3. Mechanism to ensure that only paramedics who have received the initial (and updated) SFTP training are utilizing SFTPs
    4. Ensure that the most recent changes to SFTP training and any recent mandatory training are included
    5. Description of how SFTP QI will be incorporated into the departmental QI plan
    6. Participation in systemwide SFTP QI
    7. Mechanism to ensure that personnel utilize only SFTPs approved and authorized by the EMS Agency Medical Director and adhere to all policies/procedures regarding SFTPs
    8. Mechanism that will be used to determine hospital diversion status
    9. Description of the primary and back-up methods that will be used to notify hospitals of patient arrival
- II. Upon submission and approval of a complete application packet, the EMS Agency will supply the provider agency with the most current SFTP training material.
- III. Provider agency shall notify the EMS Agency of the date(s) of initial SFTP training. An EMS Agency representative will attend the first training day.
- IV. After completing initial SFTP training, submit training rosters that document paramedics who have completed the initial SFTP education (Providers are required to retain all SFTP training rosters indefinitely)
- V. In conjunction with the EMS Agency, a date will be set to begin SFTP utilization.
- VI. Quality Improvement - For the first three months of SFTP utilization, provider is to:
  - A. Conduct 100% hand review of all SFTPs that are utilized, using the EMS Agency approved review tool
  - B. Submit to the EMS Agency a monthly QI summary of each SFTP category along with copies of each EMS Report Form where an SFTP was utilized. The EMS Agency SFTP Program Coordinator will review the monthly data submitted and discuss the findings/concerns with the nurse educator/paramedic coordinator/medical director.

Upon successful completion of the initial three months of utilizing SFTPs the EMS Agency, in conjunction with the provider agency SFTP coordinator, will determine whether the provider agency can be placed on the normal, quarterly QI cycle or whether 100% review shall continue.

Questions regarding the SFTP program may be directed to:

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